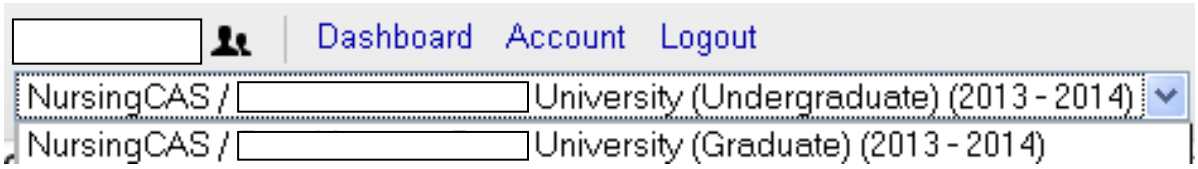
Getting Started

Login

Link: https://nursingcas.webadmit.org
Username: (email address)
Password: nursing

Accessing your Graduate vs. Undergraduate Programs

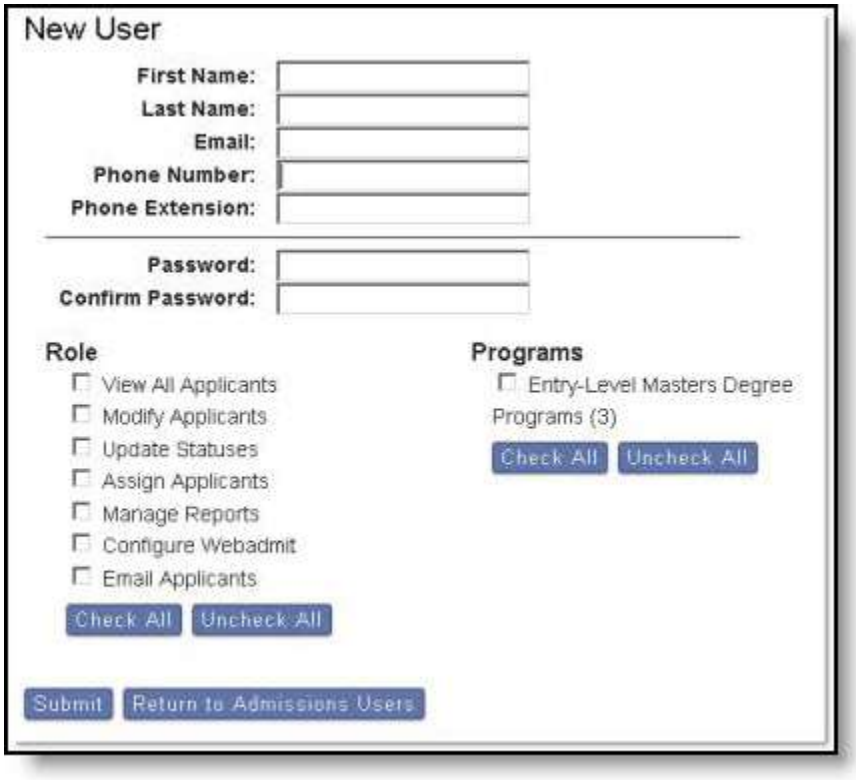
All accounts are now able to be accessed with your one login provided above. To access either your undergraduate or graduate applicants, click the icon next to your name to toggle between accounts.



Adding New Users

- On the left-hand side of the screen, go to the “Management” tab
- Select “Admission Users”
- Select “New User” (on right-hand side of the screen)

- Enter information about the user including their password
- Set user and programs rights (refer to the user manual in WebAdMIT for details)
- Click “Submit”
- If you do not enter the user’s roles or programs, they will not have access to view any applicants

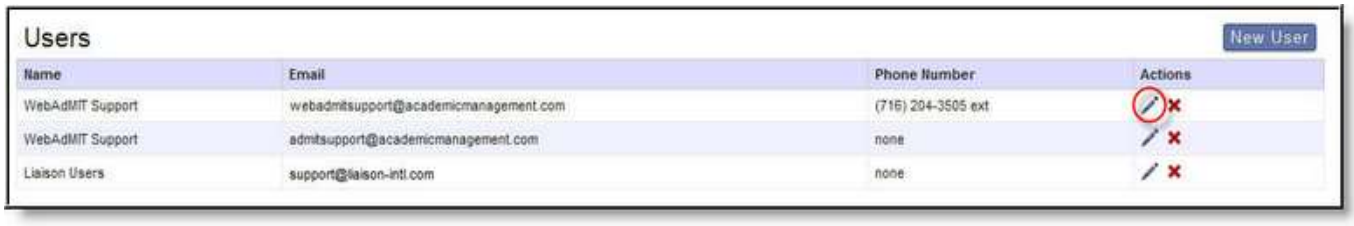


**You can create as many WebAdMIT accounts as needed*

**You can deactivate an account should staff members leave or change duties.*
** You have the ability to give users certain privileges.*

Editing Users

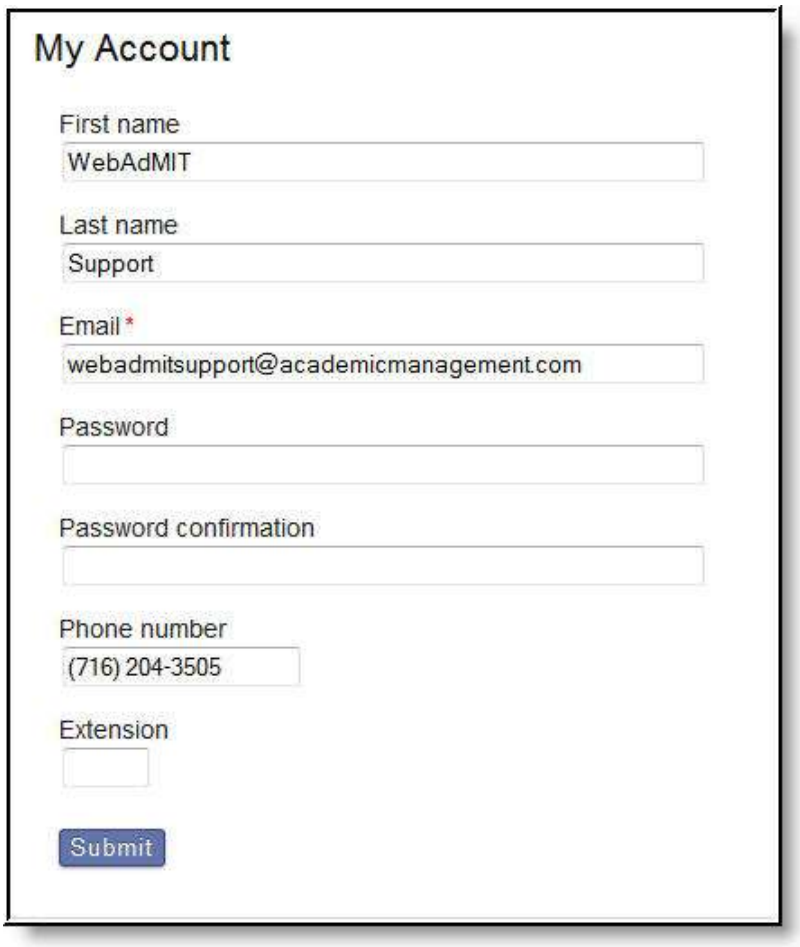
- On the left-hand side of the screen, go to the “Management” tab
- Select “Admissions Users”
- Click the “Edit” icon (the pencil)
- Change their contact information, roles or programs as needed



Password Changes

- To view current account info, click “Account” on the Page Header

- Click “Edit My Account” to update account info and passwords
- If you lose your password, an Administrator can reset it from the “Edit Users” screen
- WebAdMIT Support can also reset passwords, email support at webadmitsupport@academicsoftwareplus.com



WebAdMIT Contact Info

E: webadmitsupport@academicsoftwareplus.com

P: 716.636.7777, option 7

WebAdMIT Support Info

The WebAdMIT Support Team is here to help you become more comfortable with the features of the software. You can reach the support team by phone at 716.636.7777, option 7 or by email at webadmitsupport@academicsoftwareplus.com. Access and review the WebAdMIT User Guide for assistance. And access other help information when logged into WebAdMIT under the "Support Resources" menu, including the Data Dictionary. WebAdMIT team members include; Josh Huber (Support Manager), Christine "Chris" Ferraraccio (WebAdMIT Specialist), Reggie Ross (WebAdMIT Specialist), Dave Potocki (WebAdMIT Specialist), and Jeff Brown (WebAdMIT Specialist). The WebAdMIT support team is based in Amherst, NY at Academic Software Plus (ASP). ASP is a subsidiary of Liaison International. Contact the WebAdMIT support team with any questions regarding your WebAdMIT admissions management software.